

**VILLAGE OF NORTHFIELD  
BOARD OF TRUSTEES  
Minutes of February 11, 2014**

- I. ROLL CALL.** Chair Dennis Donahue, Village Trustees Kevin T. Beal, K. David Maxwell, and James R. Wilson. Also present were Acting Village Manager Stephen Fitzhugh, Acting Clerk Ken McCann, and Kathleen Lott (*Northfield News*).

Chair Donahue called the meeting to order at 7:01 p.m.

- II. PLEDGE OF ALLEGIANCE.** The Board members and the public were asked to rise and recite the Pledge of Allegiance.

- III. PUBLIC COMMENT (Scheduled and Unscheduled).** There was none.

**IV. APPROVAL OF MINUTES**

- a. January 28, 2014 (Joint Board Meeting).** Motion by Trustee Beal, seconded by Trustee Maxwell, to approve the minutes. **Motion passed 3-0-1, with Trustee Wilson abstaining.**

**V. APPROVAL OF BILLS**

- a. Warrant #16-14.** Motion by Trustee Beal, seconded by Trustee Wilson, to approve Warrant #16-14 in the amount of \$367,785.08. **Motion passed 4-0-0.**

**VI. OLD BUSINESS**

- a. Proposed Sale of Former Police Station (52 East Street).** Manager Fitzhugh has been working with local attorney William Smith on bid documents. He will forward the latest communications and recommendations to the Board members. Trustee Wilson asked how many parties have expressed interest in the property. Manager Fitzhugh believed that there were about eight (8) so he would like to make sure that the bid process is conducted properly. Trustee Beal asked if the bidders should be required to provide deposits with their bid proposals. Trustee Maxwell stated that there usually is a stipulation in bid specifications that the successful bidder must close on the property before a certain deadline. This matter will be discussed at the next Joint Board Meeting (02/24/14) so that the Town Selectmen can be made aware of recent developments.
- b. Village Common Rehabilitation Project.** Manager Fitzhugh recently contacted TDS Telecom and their quote to bury the cable on the west side of the Village Common remains at \$53,000. The rehabilitation plans already included the installation of new streetlights at that location so there will be no need to revise the plans should the utility poles be removed. Conduits would have to be installed that would go from the intersection of Central Street and Wall Street to the Common's northwest corner by Fernandez Hardware. Utility Superintendent Patrick DeMasi estimated that the cost of purchasing the conduit, restoring the blacktop, and hiring an electrician to perform the hookup would be about \$15,000. In addition to the TDS Telecom work, this would result in a total cost of about \$70,000. Manager Fitzhugh would like to check the current finances of the overall rehabilitation project to see if there are funds available to do this. Water Department personnel would be able to install the conduit themselves but would need to coordinate with the main contractor (Don Weston Excavating, Inc.). Project Engineer Evan Detrick (DuBois & King) has recommended a face-to-face meeting with the contractor. Wendy Pelletier (Vermont Agency of Transportation) would like the first pre-construction meeting with all parties present sometime in mid-March.
- c. LED Streetlight Replacement Project.** Manager Fitzhugh has learned from Efficiency Vermont that \$35,000 has been set aside to cover the cost of "stranded investments." Bid specifications still need to be generated for the purchase of the LED light fixtures and the installation labor. It needs to be determined who (other than Green Mountain Power) might be interested in performing the installation.
- d. Manager Search Process.** Trustee Beal stated that VLCT is ready to finalize the manager search documents, i.e. advertisements, job description, etc. The suggestions made at the last Joint Board meeting (01/28/14) have been incorporated. Trustee Maxwell asked what was the target date for hiring someone. Trustee Beal said that the plan was to have someone on board by June so that there could be a one (1) month transition period before the new manager fully takes office along with Town/Village Merger on July 1, 2014.

## **VII. NEW BUSINESS**

- a. Public Hearing & Joint Board Meeting: Monday, February 24, 2014.** The Board's next meeting will be held jointly with the Town Selectmen. It will be preceded by a Public Hearing at which members of the public will be able to comment on the funding articles that will be voted on by Australian Ballot on Town Meeting Day (03/04/14).
- b. Winter Carnival.** Chair Donahue noted that the Northfield's inaugural Winter Carnival will be held this coming Friday (02/14/14) and Saturday (02/15/14). There are quite a few activities that will be taking place on and around the Village Common. The full schedule of events is available at the municipal website and in this week's *Northfield News*.

## **VIII. MANAGER'S REPORT**

- a. Drinking Water Revolving Load Fund.** At their meeting on November 26, 2013, the Village Trustees were informed by Manager Fitzhugh that the Village was on a short list for a low interest loan from the State of Vermont. The loan amount would be \$2,240,000 and could be used to install new water mains on Central Street, East Street, and King Street. At that time, the Village was obligated to inform the State of its interest and submit a "Construction Project Timeline" in less than a week. The Village Trustees then decided to postpone such a financial commitment until after Town/Village Merger. Manager Fitzhugh contacted the State recently and learned that these funds are still available. There would be no payments on this loan for the first two (2) years. Manager Fitzhugh asked engineer Brandon Streicher (Phelps Engineering) to attend the upcoming Joint Board Meeting in order to provide both boards with updated information. Mr. Streicher has informed Manager Fitzhugh that the loan funds could be used initially for the project engineering before going to Northfield voters for bond authorization for the actual construction.
- b. Stormwater Retention Ponds.** Manager Fitzhugh and Superintendent DeMasi will be meeting later this week with Dan Currier (Central Vermont Regional Planning Commission) regarding the previously discussed (10/15/13) stormwater retention ponds that would be located on and around the Village Common.
- c. Wastewater Treatment Facility (WWTF) Inspection.** Manager Fitzhugh visited the WWTF recently and was impressed on how well the effluent is processed by the facility.
- d. Possible Overlook Drive Sewer Connection.** Manager Fitzhugh has been contacted by a resident of Overlook Drive who would like to be hooked up to the municipal sewer system. The easements to perform this work already are in place and there is an abandoned private line in the area that the Village could take over. The Village would provide the materials but the potential customer's own contractor would perform the actual installation.
- e. Northfield Electric Department (NED) Terms and Conditions.** Manager Fitzhugh, Utility Office Manager Doug Reed, and VPPSA General Manager David Mullett reviewed the revised terms and conditions before their submission to the Public Service Board (PSB).
- f. VPPSA Integrated Resources Plan.** Manager Fitzhugh will forward copies of this plan to interested Board members.

**IX. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS.** The Village Trustees had nothing to add at this time.

**X. PUBLIC COMMENT (Unscheduled).** There was none.

**XI. EXECUTIVE SESSION.** Motion by Trustee Wilson, seconded by Trustee Beal, to go into executive session, in accordance with 1 VSA 313 (a)(1), in order to discuss a legal matter with Manager Fitzhugh present. **Motion passed 4-0-0.**

The Board went into executive session at 7:45 p.m.

Motion by Trustee Wilson, seconded by Trustee Beal, to come out of executive session. **Motion passed 4-0-0.**

The Board came out of executive session at 8:35 p.m. No action was taken.

**XII. ADJOURNMENT.** Motion by Trustee Wilson, seconded by Trustee Beal, to adjourn. **Motion passed 4-0-0.**

The Board adjourned at 8:36 p.m.

Respectfully submitted,

*Kenneth L. McCann*

Kenneth L. McCann, Acting Clerk

These minutes were approved at the Joint Board Meeting of February 24, 2014.